

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

10-280C

**OPEN PERIOD:**

11/16/2010 – 12/16/2010

**JOB TITLE:**

Airman and Family  
Readiness Program  
Manager

**PAY GRADE AND SERIES:**

GS-0301-07/09/11

**PAY RANGE:**

\$38,790 - \$74,628

**POSITION LOCATION:**

Fresno, CA.

**UNIT:**144<sup>th</sup> FW

**APPOINTMENT TYPE:** PERMANENT NON-DUAL STATUS ON  
BOARD Must submit a copy of SF50 for status verification

**AREA OF CONSIDERATION:** CURRENT CALIFORNIA NATIONAL  
GUARD TECHNICIANS WITH COMPETITIVE STATUS

**PDCN #:** N1405P01**Security Clearance Required:**

Secret

**Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in the Force Support Squadron, Mission Support Group, of an Air National Guard (ANG) Wing. The purpose of the position is to serve as the family readiness and support services representative at an ANG Wing and coordinate concurrently with the Force Support Squadron Commander/Human Resources Officer (Director of Personnel (DP)) at each wing, Joint Force Headquarters – State (JFHQ-ST) Family Program Director, NGB Family Programs Office, and US Air Force/Major Command (MAJCOM) Family Readiness Directors. The incumbent analyzes current family support offered through the Office of Secretary of Defense (OSD), Service and State programs, identifies shortfalls, and develops, manages, and monitors programs in support of Wing Families. Additionally, incumbent provides guidance to the Wing leadership in the development and implementation of a family readiness and support program and provides family readiness assistance at the geographically separated unit(s) (GSU).

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

**SUBJECT to NIGHT and/or ROTATING SHIFTS.**

**Position Requires Travel:** Infrequent/Rare.

**QUALIFICATIONS and EVALUATION:**

**Airman and Family Readiness Program Manager GS-0301-07 (Trainee):** Must have 1 year equivalent to at least GS-05; experience in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information; progressively responsible experience which demonstrates the ability to provide technical guidance and assistance in the type of work or in work comparable to the position to be filled; operating, administrative, program or managerial experience in the type of work or a combination of functions directly related to the position to be filled or in comparable work or functions; experience in the performance of any clerical or office type duties.

or

1 full year of graduate level education

or

Superior academic achievement

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**Airman and Family Readiness Program Manager GS-0301-09 (Trainee):** Must have 1 year equivalent to at least GS-07; experience in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information; progressively responsible experience which demonstrates the ability to provide technical guidance and assistance in the type of work or in work comparable to the position to be filled; operating, administrative, program or managerial experience in the type of work or a combination of functions directly related to the position to be filled or in comparable work or functions.

or

Master's or equivalent graduate degree

or

2 full years of progressively higher level graduate education leading to such a degree

or

LL.B. or J.D., if related

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**Airman and Family Readiness Program Manager GS-0301-11:** Must have 1 year equivalent to at least GS-09; operating, program, or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions; experience in developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations; experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures; experience preparing written communications and oral presentations and/or briefings or requiring the candidate to communicate orally at the level of the position to be filled.

or

Ph.D. or equivalent doctoral degree

or

3 full years of progressively higher level graduate education leading to such a degree

or

LL.M., if related

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**TRAINEE POSITION:** Applicants not meeting full qualifications for the GS-11 position indicated above may be considered for GS-07/09 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-11 upon meeting full qualifications and recommendations of supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of the principles and standard practices of management.
2. Knowledgeable of the techniques of organization, direction, coordination and control.
3. Ability to formulate and execute long range plans and programs.
4. Skill in oral and written communications.
5. Ability to give specific guidance relative to a particular program.
6. Ability to perform a variety of administrative duties relative to a particular program.
7. Skilled in the performance of standard clerical/office type duties.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.

## HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé\*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating of qualifications by this office.

**CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS**

**\*\*FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK\*\***

### REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current résumé\* (**mandatory**)
- Transcripts, if applicable

### OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.**

\*CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.

### APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**